

Steps for Employees to Enroll in the SHOP Marketplace

Small business employers with 50 or fewer full-time equivalent employees (FTEs) can apply for health coverage any time during the year.

If your employer is in a state that's running its own SHOP Marketplace, follow your state's application process. To find the SHOP Marketplace in your state, visit the small business [employee's page](#) on HealthCare.gov and select your state from the menu. Or contact the SHOP Call Center at 1-800-706-7893. TTY users should call 711 to reach a call center representative.

If your employer is in a state that isn't running its own SHOP, follow these steps.

1

Create account

Visit HealthCare.gov/small-businesses/ and enter employee information.

Create username and password.

2

Confirm eligibility

Log-in and select **VISIT EMPLOYEE MARKETPLACE** link.

Enter your SHOP participation code. If you don't have one, contact your employer.

3

Review offer

Accept or decline employer's coverage offer.

Enter employee details and add dependent information if your employer is offering dependent coverage.

Sign the enrollment application.

4

Select plan(s)

Review your employer's health plan and dental plan (if offered).

Review and compare plans if your employer is offering you a choice of plans. Select one health plan and one dental plan (if offered).

5

Complete enrollment

Review your plan selection(s) and cost. Confirm your plan choice(s) and submit the enrollment application.

